MSFC DOCUMENTATION REPOSITORY - SYSTEM ACCESS REQUEST

I. USER INFORMATION

1. Date of Request:	2. Name (Last, First, MI):	3. SecurID® Token User Name:

4. U.S. Citizen?
☐ Yes ☐ No

5. If citizenship is not U.S., enter citizenship status (Permanent Resident, Foreign National, etc.):

6. Work Phone Number (include area code):

7. Affiliation:
☐ Civil Service ☐ Contractor ☐ Other

8. If "Other", identify official relationship to NASA (provide number assigned to grant, MOU, contract, etc.):

9. Location/NASA Center:	10. Organization Code:	11. Building/Room Number:	12. E-mail Address:

13. Action Required:
☐ New Request for System Access
☐ Change Existing User Information

14. Changes Needed to Existing User Information:

II. ADDITIONAL INFORMATION (CONTRACTORS ONLY)

1. COMPANY NAME AND ADDRESS:	2. NASA CONTRACT NUMBER:

III. ACCESS INFORMATION

NASA Administratively Controlled Information (ACI)

☐ **Export Restricted**

EAR (Export Administration Regulations)   ITAR (International Traffic in Arms Regulations)

EAR-99 NLR (Export Administration Regulations - No License Required)

☐ **Limited Rights Data**

Business/Company Confidential   Copyright   Trade Secrets

Proprietary   Special Works

Patent Data   Small Business Innovation Research (SBIR) Data

Contractor Financial Information   Small Business Technology Transfer (STTR) Data

Other ACI:
☐ NASA Financial Information
☐ Interagency or Intra-Agency Memoranda or Letters
☐ Personnel, Medical, and Similar Files
☐ Investigative Records
☐ Geological/Geophysical Information Including Maps
☐ Information Determined by a Designated NASA Official to be Unusually Sensitive
☐ Space Act
☐ Internal Personnel Rules and Practices

IV. USER ORGANIZATION APPROVAL

3. Legal Name (Last, First, MI) and Official Title:	4. Supervisor's Signature/Date:

V. COTR APPROVAL (FOR CONTRACTORS ONLY)

1. Legal Name (Last, First, MI) and Official Title:	2. COTR's Signature/Date:

VI. MSFC SPONSOR APPROVAL

1. E-mail Address:	2. Phone Number (include area code):
3. Legal Name (Last, First, MI) and Official Title:	4. Sponsor's Signature/Date:

VII. PROGRAM/PROJECT MANAGER APPROVAL

1. E-mail Address:	2. Phone Number (include area code):
3. Legal Name (Last, First, MI) and Official Title:	4. Program/Project Manager's Signature/Date: